

DEPARTMENT: Building, Health, Zoning & Code Enforcement Division

JOB TITLE: Code Enforcement Officer

SALARY: AFSCME Council 93 LAEA – Town Administrative Personnel

WORK SCHEDULE: Part-time position consisting of twenty-eight (28) hours per week with additional hours required when necessary.

JOB SUMMARY / SUPERVISION: This is a highly responsible position requiring considerable knowledge and independent judgment in the interpretation, application and enforcement of Federal, State and local laws regulating the construction and/or use of land and buildings. This position performs most duties unsupervised.

ACCOUNTABILITY: The position reports directly to and is accountable to the Chief Building Inspector.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (The following is illustrative of the duties and responsibilities associated with the position and are not intended to be all-inclusive.)

Investigates and reports on all hazards, complaints and violations.

Effectively handles inquires and complaints from private contractors, property owners, organizations, and public officials regarding code enforcement.

Understands and interprets Federal, State and local laws relating to land use, zoning, and building codes.

Effectively communicates with contractors, property owners, and other members of the public when explaining, interpreting and enforcing statutes, rules, regulations, codes and ordinances, especially under strained or adverse conditions.

Maintains inspection records and prepares and presents reports as required.

Investigates complaints and takes appropriate action(s), within scope of authority, to secure compliance with applicable Town regulations, codes, and ordinances.

Prepares and maintains records and presents verbal or written reports as required.

Maintains an appropriate level of confidentiality regarding incidents, complaints and records.

Enforces State and local laws, rules, regulations and ordinances pertaining to septic systems.

Issues compliance directives and citations.

Prepares and prosecutes, independently or with assistance as the case may be, code enforcement cases in District and Superior Court. Testifies in court regarding administrative procedures, historical practices and interpretations and requirements of the various laws, ordinances and codes.

Maintains working knowledge of Federal, State and local ordinances, regulations, and laws relating to zoning regulations and building codes.

Performs other duties as assigned by the Chief Building Inspector.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS: High School Diploma or equivalent is required. Three (3) years' experience in code enforcement or related field or any combination of education and experience that demonstrates possession of required knowledge, skills and abilities is required. Graduate of recognized trade school or college degree in engineering or related field is preferred.

CERTIFICATION/LICENSE REQUIREMENTS: Position requires valid driver's license from state of residence and the ability to become certified by ICC as a zoning inspector within one (1) year of employment and as either a residential building inspector or property maintenance and housing inspector within two (2) years of employment.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER REQUIREMENTS: Three (3) to five (5) years' experience in applying and interpreting rules, regulations, codes, ordinances and criteria is essential. Three (3) to five (5) years' experience in the building and construction industry and knowledge of approved methods and materials used in construction, repair and renovation is desired. Must possess excellent oral and written communication skills, sound judgment and discretion. Must speak English fluently.

SUMMARY OF OCCUPATIONAL EXPOSURES: May be exposed to cleaning fluids, photocopier toner, eraser fluids, printer cartridges, dirt, dust, paint, plaster, cement, wastewater, sewer gas, automobile fuel and lubricants, hazardous materials, insulation, vapors, chemicals, rabies and other communicable diseases that can be transmitted by wild and domestic animals and humans.

SELECTION PROCESS/APPOINTMENT: May be required to pass personal interview, professional background investigation, criminal history check, post-offer medical examination, driver record check, alcohol and controlled substance test. Town Manager appoints based on recommendation from the Chief Building Inspector.

APPLICATION PROCESS: Please submit cover letter resume and completed employment application (found on the Town website - [Employment Application](#)) via email to: hrdept@londonderrynh.org or mail to: Town of Londonderry Human Resources, 268B Mammoth Road, Londonderry, NH 03053. No phone calls or in-person applicants please.

APPLICATION DEADLINE: January 2, 2024 @ 5:00 PM

EOE

Physical Activity Requirements (With or without accommodations)
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PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs:	Frequently Required
LIFT 11 to 25 lbs:	Occasionally Required
LIFT 26 to 50 lbs:	Rarely Required
LIFT over 50 lbs:	Not Required
CARRY up to 10 lbs:	Frequently Required
CARRY 11 to 25 lbs:	Occasionally Required
CARRY 26 to 50 lbs:	Rarely Required
CARRY over 50 lbs:	Not Required
REACH above shoulder height:	Frequently Required
REACH at shoulder height:	Frequently Required
REACH below shoulder height:	Frequently Required
PUSH/PULL:	Occasionally Required

HAND MANIPULATION

Grasping:	Frequently Required
Handling:	Frequently Required
Torqueing:	Rarely Required
Fingering:	Frequently Required

COGNITIVE AND SENSORY REQUIREMENTS

Speaking:	Required to communicate orally with others
Hearing:	Required for receiving instructions, information
Sight:	Required to perform essential job duties
Tasting:	Not required
Smelling:	Required to detect malfunctioning leach fields, chemicals and hazardous materials

Equipment: Telephone, stapler, calculator, pen and pencil, personal computer and mouse-oriented software photocopier, fax machine, motor vehicle, measuring devices, mobile radio, camera and other related inspecting and office equipment.

Environment: Inside 25% Outside 75% (Percentage spent daily)

OTHER PHYSICAL CONSIDERATIONS

Twisting:	Frequently Required
Bending:	Frequently Required
Crawling:	Rarely Required
Squatting:	Frequently Required
Kneeling:	Frequently Required
Crouching:	Frequently Required
Climbing:	Frequently Required
Balancing:	Frequently Required

WORK SURFACE(S)

Counter tops and desks	√
Flooring (various types)	√
Uneven surfaces	√
Sloped Surfaces	√
Snow or icy surfaces	√
Grass/Pavement	√
Vehicle Interiors	√

DURING AN 8 HOUR DAY,
EMPLOYEE IS REQUIRED TO:

	<u>Consecutive Hours</u>								<u>Total Hours</u>							
Sit	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Stand	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Walk	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8